

OOA FILE

DCI

13 September 1988

MEMORANDUM TO: Deputy Directors
FROM: Director of Central Intelligence
SUBJECT: Directorate Designations

1. When preparing memoranda in which reference is made to a particular office within a Directorate, it would be helpful to me if the identity of the office could be fully set out. As an example, Office of Research and Development, DS&T, or Office of Soviet Analysis, DI. In this way, I would readily have available the exact location of an office within a Directorate.

2. Please so advise those within your Directorate responsible for the preparation of memos.

W.H.W.

William H. Webster

1 - DDCI
1 - EXDIR